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ANDAMAN AND NICOBAR ISLANDS
(GRANT-IN-AID TO PANCHAYATI RAJ INSTITUTIONS)
RULES, 2009

NOTIFICATION

Port Blair, dated the 5th October, 2009

No.128/2009/F.No. 6-6(1)/2003-PR.—**Whereas**, in pursuance of rule 20 of the Delegation of Financial Powers Rules, 1978 and in exercise of powers conferred under sub-section (1) of Section 202 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994, the Administrator (Lieutenant Governor), Andaman and Nicobar Islands has notified the Andaman & Nicobar Islands(Grant-in-Aid to Panchayati Raj Institutions) Rules, 1996 on 19.2.1997.

Whereas, these rules have been amended by the Administrator (Lieutenant Governor) vide Notifications dated 6.3.2000, 21.4.2002, 21.8.2003, 25.4.2005 and 4.1.2007.

Whereas, Lieutenant Governor (Administrator) has reviewed the Grant-in-Aid Rules and concluded that it is necessary to alter the existing Grant-in-Aid Rules.

Now, therefore, the Lieutenant Governor (Administrator) hereby publishes the following draft rules regulating the procedure for sanction of grant-in-aid to Panchayati Raj Institutions (PRIs) of Andaman and Nicobar Islands in supersession of all previous rules.

Suggestions/objections, if any to these rules may be furnished to the Secretary, Panchayat, A & N Administration within a period of 30 days from the date of publication of this Notification.

1. Short title and commencement:-

- I. These rules may be called the Andaman and Nicobar Islands (Grant-in-aid to Panchayati Raj Institutions) Rules, 2009.
- II. They shall come into force on the date of their publication in the Andaman and Nicobar Gazette.

2. Definitions:

In these rules, unless the context otherwise requires.

- (a) "Administration" means the Andaman and Nicobar Administration;
- (b) "Administrative Approval" means the formal approval by the PRIs on the necessity of works proposed through its resolution and agreed to by the competent authority or authorities specified in Schedule-I of these rules;

- (c) "Competent Authority" in relation to technical sanction, administrative approval and Expenditure sanction are the authorities as specified in Schedule –I of these rules.

- (d) "Gram Panchayat" means a Gram Panchayat constituted under sub-section (I) of Section (II) of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (e) "Panchayat Samiti" means a Panchayat Samiti constituted for a block under section 106 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (f) "Zilla Parishad" means the Zilla Parishad constituted under section 144 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (g) "Original works" means new construction as specified in Schedule -II of these rules;
- (h) "Other works" means works other than "Original works" and also includes periodical repairs and maintenance of works.

Explanation: If any doubt or dispute arises as to whether a work is an original work or other work, the same shall be decided by the Administrator.

- (i) "Technical sanction" means sanction of the competent authority to the detailed plans and estimates of the Panchayat works after the administrative approval has been received which shall ensure that the proposals are structurally and technically sound and the data and calculations in the estimates are correct.

3. Purpose for which grant-in-aid may be sanctioned to Zilla Parishad/Panchayat Samiti/Gram Panchayats:

- (a) Grant-in aid may be sanctioned for all or any of the schemes specified below:

- (i) **In respect of Zilla Parishad** : All schemes/works specified in Notification No. 179/95 dated 22.12.1995 issued by the A&N Administration including any addition/alteration/deletion made thereon and notified from time to time.
- (ii) **In respect of Panchayat Samiti** : All schemes/works specified in Notification No.181/95 dated 22.12.1995 issued by the A&N Administration including any addition/alteration/deletion made thereon and notified from time to time.
- (iii) **in respect of Gram Panchayat** : All schemes/works specified in the second schedule of A&N Islands Panchayat Regulation, 1994 including any addition/alteration/deletion made thereon and notified from time to time.

- (b) Grant-in aid may also be sanctioned to meet:

- (i) The establishment expenditure/salary of the officers and staff posted in the Zilla Parishad/ Panchayat Samiti/Gram Panchayat.
- (ii) Honorarium, TA/DA etc. of elected representatives of PRIs, as the Administrator considers necessary.
- (iii) The office expenses and other charges of the Zilla Parishad/Panchayat Samiti//Gram Panchayat as the Administrator considers necessary.

4. (a) Quantum of Grant-in aid :- The amount of grant-in-aid to Zilla Parishad/Panchayat Samiti/Gram Panchayat may be cent percent of the estimated cost of works as technically approved by the competent authority and of the establishment expenditure, office expenses and other charges for which grant-in-aid is sought for or the amount of grant-in-aid applied for whichever is less; Pay and allowances of functionaries, honorarium to elected members and those items which the Administrator may consider fit and proper:

Provided that the Administrator may, for financial or other specific reasons to be recorded in writing, reduce the percentage of grant-in-aid or reject an application made under rule 5(a).

- (b) Grant-in-aid may also be sanctioned to Gram Panchayat/ Panchayat Samiti/ Zilla Parishad against actual revenue of individual Gram Panchayat/ Panchayat Samiti/ Zilla Parishad as "matching grant" based on the revenue collected during the previous year at the ratio of 1 (revenue):2 (matching grant). The Administrator reserves the right, however to increase or decrease the ratio at any time after recording the reasons as he thinks fit and proper to do so.

Explanation: "Revenue" includes the fees, taxes, cess and fines etc. mentioned in sections 37, 128 and 170 of the Regulation and shall also include the income from their own sources such as rent, but shall not include donation, interests from deposits and other external aid.

5. (a) Procedure for making applications for grant-in-aid :- Every application for grant-in-aid, shall be submitted to the Director, Panchayat of the Administration by the Zilla Parishad in Form 'A' as specified in Schedule III to these Rules. The Chief Executive Officer of the Zilla Parishad shall get all applications scrutinized through the Chief Accounts Officer, Zilla Parishad prior to submission and the applications shall be submitted, correct and complete in all respects.

(b) Procedure for making application for matching grant:- Application for matching grant shall be submitted to the Director, Panchayat of the Administration by the Gram Panchayat/ Panchayat Samiti/ Zilla Parishad in Form 'B' specified in Schedule-III to these rules duly supported by extract of audit report in respect of actual revenue collected during the previous year.

(c) Checks to be ensured by Zilla Parishad:- The following checks shall invariably be done by the Chief Accounts Officer, of the Zilla Parishad before submitting the applications.

- (i) Whether the application is made in the prescribed format and in complete shape.
- (ii) Whether all the required information and the documents as specified in the format has been enclosed with the application.
- (iii) Whether the action plan in schedule IV is attached with the application.
- (iv) Whether the particulars given in the opening balance in the Utilization Certificate are correct.
- (v) Whether the interest earned by the PRIs has been taken into account in the respective sector and included in the Utilization Certificate.
- (vi) Whether the list of works and the statements as required in Form D has been attached with the Utilization certificate.
- (vii) Whether the revenue collected in the previous year has been indicated duly supported by extract of audit report for Matching grant.

6. Procedure for sanctioning grant-in-aid:-

- (a) On receipt of an application made under rule 5 (a) for grant-in-aid, the Director of Panchayat shall cause such enquiry as he thinks fit to be made into the statements contained in the application and into the purpose for which grant-in-aid is applied for and forward the applications alongwith his recommendations to the Secretary-in-charge of PRIs of the Administration. The Secretary, PRIs of the Administration or such other officer in charge of PRIs in the Administration shall make such scrutiny or enquiry about the statements made therein as he thinks fit and after satisfying himself recommend the cases to the Administrator, who shall be the sanctioning authority.
- (b) If it appears to the Administrator that the original work proposed to be executed with the grant-in-aid can very well be met by the Zilla Parishad/ Panchayat Samiti/ Gram

Panchayat on account of its financial ability or that there is lack of sufficient funds with the sanctioning authority or for any other specific reasons, to be recorded in writing, he may reject the application.

- (c) If it appears to the Administrator that the financial assistance is urgently needed for any of the purposes indicated in rule 3, the Administrator may, after such inquiry as he deems necessary, accord sanction of grant-in-aid with due regard to the principles enunciated in the General Financial Rules, 2005, as amended from time to time in respect of grant-in-aid subject to the conditions herein contained and such further special conditions as may be imposed.
- (d) On receipt of application made under rule 5 (b) for matching grant, the Director of Panchayat and the Secretary, In-charge of PRIs of the Administration or such other officer In-charge of PRIs in the Administration shall make such scrutiny or enquiry as he thinks fit to be made into the statement of actual revenue indicated in the audit report and being satisfied, forward the application alongwith his recommendation to the Administrator, who shall be the sanctioning authority.

7 (i) Mode of payment of grant-in-aid:- The amount of grant-in-aid to Zilla Parishad/ Panchayat Samiti/Gram Panchayat may be paid in one or more installment at the discretion of the sanctioning authority, subject to the following namely:

- (a) If the execution of an original work taken up by the PRIs is likely to be spread over a period of more than one financial year, only so much of the amount of grant-in-aid would be paid during the financial year as is likely to be used during that financial year keeping in view the progress of the work and the amount shall be released to the PRI concerned through the Zilla Parishad.
- (b) If the execution of the original work taken up by PRIs is likely to be completed within the financial year, the entire amount may be released to the PRI concerned, through the Zilla Parishad.
- (c) Unauthorised expenditure, if any noticed by the Administration shall, be deducted from the subsequent grants for that sector.
- (ii) The amount of matching grant to PRIs may be paid in one or more instalments subject to the condition that the amount shall be utilized for creating infrastructure facilities with which revenue of the PRIs can be augmented.

8. Conditions of grant-in-aid:-

- (1) The following procedure shall be observed scrupulously by the Zilla Parishad/ Panchayat Samiti/ Gram Panchayat seeking grant-in-aid.
- (2) (a) The grant-in-aid shall be credited to the Gram Panchayat fund/ Panchayat Samiti fund/ Zilla Parishad fund, unless otherwise ordered, and shall be utilized only for the purpose for which it is granted. However, if the whole or any part of the grant-in-aid is deposited with the banks in fixed deposit and if the work could not be carried out for reasons like non-receipt of sanctions, land, materials or any other reason including administrative reasons, the interest earned thereon shall be taken to the same account so as to offset cost escalation caused due to delay in starting the work. The PRIs should not utilize the interest so earned by them for any other purposes.
- (b) Any portion of the amount which is not ultimately required for expenditure for the purpose for which it has been sanctioned shall be duly surrendered to the Administration.
- (c) In all cases of assets created by the PRIs or the ownership of which is transferred to PRIs, responsibility for maintenance of such assets shall be with the PRIs.

- (3) (a) The Secretary, Panchayat/ Director, Panchayat of the Administration or any other officer duly authorized by him in this behalf shall have the right of inspection at all reasonable times and calling for plans and estimates in respect of any scheme for which the grant-in-aid is given.

- (b) The Administration shall get the accounts of the Zilla Parishad/ Panchayat Samiti/ Gram Panchayat receiving grant-in-aid audited both by the Local Fund Audit of A&N Administration and evaluated by independent agencies as and when occasion demands for ascertaining and ensuring that the grant-in-aid is duly applied for the purpose for which it has been sanctioned and that the unexpended balance of the grant-in-aid amount and the interest earned thereon is not expended otherwise than in accordance with these rules and the General Financial Rules, 2005, amended from time to time.
- (4) The accounts of Zilla Parishad/ Panchayat Samiti/ Gram Panchayat receiving grant-in-aid under these rules shall be given for test check by the Comptroller and Auditor General of India at his discretion or by any officer authorised by the Administrator in his behalf.
- (5) The amount of grant-in-aid should be utilized within a period of one year from the date of receipt of sanction of the same, except in cases where time limit exceeding one year has been fixed by the sanctioning authority with reference to the successive stages of the implementation of the schemes. Provided that the Administrator may, if considered necessary, extend the time limit for any period not exceeding six months at a time in suitable cases on request from PRIs.
- (6) (a) The scheme for which the grant-in-aid has been sanctioned should be implemented as per the action plan submitted to the Administration and under the supervision of the technical staff posted in the PRIs or the concerned technical department of the Administration, wherever technical staff of the department are not posted in PRIs.
- (b) The Zilla Parishad/ Panchayat Samiti/ Gram Panchayat shall have no right to divert the grant-in-aid from one sector to another without the prior approval of the Administrator.
- (c) Every payment chargeable to the Grant-in-Aid fund shall bear on the bill or voucher an order to pay the amount which shall be signed both by the Pradhan and Secretary in the case of Gram Panchayat, Pramukh and Executive Officer in the case of Panchayat Samiti, and Adhyaksha and Chief Executive Officer in the case of Zilla Parishad as provided in Rule 9 of Andaman & Nicobar Islands (Panchayat Accounts & Financial) Rules, 1997.
- (7) The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall execute the scheme for which grant-in-aid has been obtained, through the Engineers of PRIs, or through technical departments of the Administration or through other agency approved by the Panchayat/Administrator. The technical staff posted in the PRIs shall supervise the work(s) at every stage under the supervision and guidance of Superintending Engineer, PRIs.
- (8) In all cases of original works, the Zilla Parishad/Panchayat Samiti/Gram Panchayat shall at the close of every financial year or/and immediately on completion of work, obtain a completion certificate from the Executive Engineer/Assistant Engineer concerned in Form 'C' as specified in Schedule-III of these rules within three months from the date of completion of the work.

- (9) No grant-in-aid shall be sanctioned to Zilla Parishad/Panchayat Samiti/Gram Panchayat in case the utilization certificate in Form 'D' as specified in Schedule-III of these rules, is not furnished with the GIA application.
- (10) No grant in aid shall be sanctioned to Zilla Parishad, Panchayat Samiti, Gram Panchayat unless the GIA application is accompanied by an action plan specified in schedule IV.

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- (11) In case of default by the Zilla Parishad/Panchayat Samiti/Gram Panchayat in performing any duty imposed upon it under these rules or the General Financial Rules, 2005, the Administration may fix a period for the performance of that duty and should it not be performed within the period so fixed, it shall appoint a person to perform it and may direct that the expenses thereof shall be paid by the Zilla Parishad/Panchayat Samiti/Gram Panchayat as fixed.
- (12) The Administration reserves the right to order refund of the entire amount or portion of the amount of grant-in-aid sanctioned to the Zilla Parishad/Panchayat Samiti/Gram Panchayat if any breach of terms of the grant-in-aid is noticed on the part of Zilla Parishad/Panchayat Samiti/Gram Panchayat and in that case penal interest at the rate of 6 percent per annum or at the rate fixed by the Govt. of India in the Ministry of Finance from time to time in respect of such penal interest, as the case may be, shall be charged on such sums as may be ordered to be refunded.
- (13) The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall maintain a register in Form 25 & 28 appended to A & N Islands (Panchayat Accounts & Finance) Rules, 1997 for movable and immovable assets acquired wholly or mainly out of grant-in-aid.
- (14) In addition to the above conditions, the principles laid down in rules 206 to 214 of the General Financial Rules, 2005, the instructions issued by the Ministry of Finance, Government of India and Administration from time to time in respect of financial matters as applicable in the line Deptts. of the Administration shall invariably apply to PRIs.
- (15) The guidelines contained in the CPWD Manual, Central Public Works Accounts Code and the General Financial Rules, 2005 regarding calling of tenders for execution of works, etc. shall apply to the execution of works by PRIs.
- (16) Zilla Parishad/Panchayat Samiti/Gram Panchayat receiving grant-in-aid shall submit an annual performance-cum-achievement report on the progress and implementation of various schemes executed with grant-in-aid sanctioned by the Administration. The report shall be submitted to reach the Administration by 30th June of every year.

9. The Administrator may alter, amend, include or exclude any provision(s) of these Rules and schedules thereunder as may be warranted to safeguard public money, at any time for reasons to be recorded in writing.

10. The Andaman and Nicobar Islands, (GIA to PRIs) Rules, 1996, (GIA to PRIs) (Amendment) Rules, 2000, (GIA to PRIs) (Amendment) Rules 2002, (GIA to PRIs) (3rd Amendment) Rules 2003, (GIA to PRIs) (Amendment) Rules 2005, (GIA to PRIs) (Amendment) Rules 2006 and the Notification No.75/2005/F dated 10.05.2005 and all orders issued in this regard, if any, shall stand repealed from the date of coming into force of these rules. However, the repeal of the above said Rules, notifications/orders shall not affect the previous operation of the said Rules or anything duly done or suffered thereunder.

SCHEDULE-I

[See Rule-2 (C)]

AUTHORITIES COMPETENT TO ACCORD TECHNICAL SANCTION, ADMINISTRATIVE APPROVAL AND EXPENDITURE SANCTION.

1. Technical Sanction

Sl.No.	Estimated Cost of Work	Competent Authority
1.	Upto Rs.3 Lakh	AE, PRIs
2.	Upto Rs.30 Lakh	EE, PRIs
3.	Upto Rs.5 Crore	SE, PRIs
4.	Above Rs. 5 Crore	CE, APWD

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Note : This delegation of power is subject to the restrictions and orders issued by the Ministry of Finance from time to time and is also subject to the observance of the provisions contained in the various codes as well as CPWD Works Manual 2007.

2. Administrative Approval and Expenditure Sanction:-

Sl.No.	Estimated Cost	Competent Authority
1.	Upto Rs.10 Lacs	Gram Panchayat
2.	Upto Rs.25 Lacs	Panchayat Samiti
3.	Upto Rs.75 Lacs	Zilla Parishad
4.	Upto Rs.100 Lacs	Secretary, Panchayat
5.	Upto Rs.250 Lacs	Chief Secretary/ Principal Secretary/ Commissioner
6.	Above Rs.250 Lacs	Administrator based on the recommendation of SFC of A&N Admn.

3. Cost ceiling for execution of works to be taken up by PRIs shall be as follows:-

Sl.No.	Estimated Cost	Competent Authority
1.	Upto Rs.10 lacs	Gram Panchayat
2.	Upto Rs.50 lacs	Panchayat Samiti
3.	Upto Rs. 2 crores	Zilla Parishad

Work costing above Rs. 2 Crore shall be got done by PRIs as deposit work through APWD. In case of PMGSY or any similar Central/A&N Administration scheme for work costing above Rs. 2 Crore, Zilla Parishad shall seek approval of the Administration on case to case basis.

NOTE:

- The Bodies at Sl.No.1,2 and 3 in para 2 above are empowered to delegate any financial power to the Pradhan or to the Panchayat Secretary of the Gram Panchayat, to the Pramukh or to the Executive Officer of the Panchayat Samiti, and to the Adhyaksh or to the Chief Executive Officer of the Zilla Parishad, as deemed fit, subject to such conditions and restrictions as it may specify. Intimation thereof shall be given to Assistant Commissioner, Deputy Commissioner, Director of Panchayat and Secretary, Panchayat, A & N Administration.
- While according administrative approval/expenditure sanction the PRIs shall ensure adherence to the provisions contained under GFRs, CPWD manual and other instructions/guidelines issued by the Administration and in vogue in the Departments in the Administration.

4. Award of Works:-

All works shall be awarded as per provisions of the CPWD Manual subject to the condition that all contracts shall be signed by the PRI Head and by two other members, as provided in sections 33, 126 and 166 of the A & N Islands, Panchayat Regulation, 1994.

5. Works to Co-operative Societies without call of tender:-

Sl.No.	Estimated Cost	Technical Sanction	Administrative approval, Expr. Sanction & award of work
1.	Upto Rs. 2 lacs	AE, PRIs	Gram Panchayat
2.	Upto Rs.4 Lacs	EE, PRIs	Panchayat Samiti
3.	Upto Rs.6 Lacs	EE, PRIs	Zilla Parishad

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NOTE:-

- I. The above shall be exercised by the Gram Panchayat, Panchayat Samiti and Zilla Parishad consistent with Sections 33,126 and 166 of A & N Islands (Panchayat) Regulation, 1994, as the case may be. The work shall be awarded by PRIs after entering into an agreement with the Co-operative Society in writing which shall be signed by the PRI Head and by two other members of the Panchayat.
- II. The delegation of power is subject to restrictions and provisions of orders issued by the Ministry of Finance from time to time and as also the provisions contained in various codes. In this context, instructions contained in the Ministry of Finance OM No. 10(28)/E. Coord./77 dated 20.1.1978 should be kept in view.

6. Award of works to Co-operative Societies without call of tenders shall be as per the terms and conditions stipulated below:-

- (i) In the beginning of the year, Superintending Engineer shall invite applications from Labour Co-operative Societies/Unemployed -Engineers Co-operative Societies / Un-employed Youth Cooperative Societies, in the District which have been duly registered with the Registrar of Co-operative Societies (RCS) and fulfill the following conditions for enlistment:-
 - a. The Societies should have "Civil Work" as one of their activities in the Memorandum of Understanding submitted to RCS.
 - b. Registered Labour Co-operative Societies, Unemployed Engineers Co-operative Societies and Unemployed Youth Co-operative Societies should have atleast one Engineer (Degree/Diploma) as its consultant/ technical adviser for execution of work. 50% of members of Unemployed Youth Co-operative Society should be matriculate and should not be more than 45 years of age. 50% of member of Unemployed Engineers Co-operative Society should be qualified Engineers (Degree/Diploma).
 - c. No person who has been removed from Govt. Service, or convicted for Criminal offence by Court of law shall be a member of the above societies.
 - d. The society shall furnish the places in which they are willing to work and shall furnish an undertaking that they will not take up any work in case a member of the Society is related to the PRI member of the place in which they are taking up the work. Relationship shall be extended to cover father/mother, wife/husband, brother/sister, father-in-law/mother-in-law, son-in-law/daughter-in-law & brother-in-law/sister-in-law.
- (ii) The details of applications so received will be scrutinized and the eligible societies will be enlisted for undertaking the work. The enlistment shall be for a period of three years, and may be renewed thereafter subject to fulfillment of eligibility conditions. Enlistment of societies shall be done by the Superintending Engineer with the approval of CEO, Zilla Parishad.
- (iii) List of enlisted societies and the places where they are willing to work will be displayed on the Notice Board of the Zilla Parishad and such list will also be sent to Panchayat Samiti and Gram Panchayats for display on the Notice Board.

- (iv) PRIs should normally award work to the Societies functioning in their respective jurisdiction. In case it is not possible to award work to Societies in their jurisdiction, quotations should be invited from other Societies enlisted with the Zilla Parishad.
- (v) Work shall be awarded to the enlisted Labour Co-operative Societies/Unemployed Engineers Co-operative Societies / Un-employed Youth Co-operative Societies on roster, based on the date of registration with RCS, and only one work shall be awarded at a time.

- (vi) Societies, which default in execution of work as per the terms and conditions shall be blacklisted and shall not be awarded any work in the District for a period of two consecutive years.
 - (vii) Works shall be awarded based on analysis of rates as per practice prevailing in APWD.
 - (viii) No work shall be awarded to these Societies without Technical sanction by the authorities specified in para 1 of Schedule I.
 - (ix) Before the work is awarded, Chief Executive Officer of the Zilla Parishad, Executive Officer of the Panchayat Samiti and Panchayat Secretary of the Gram Panchayat as the case may be, shall verify and certify that no member of the society is related to the PRI member of the place in which the society is taking up the work.
7. Chief Executive Officer, Zilla Parishad shall have powers at par with the powers of Head of Department in the A&N Administration for sanction of expenditure except for works, subject to the restrictions and conditions as laid down for Head of Department contained in the Admn's order No.253 dated 29.1.2009.
8. Executive Officer, Panchayat Samiti shall have powers at par with the powers of Head of Office in the A&N Administration for sanction of expenditure except for works, subject to the restrictions and conditions as laid down for Head of office contained in Admn's order No.253 dated 29.1.2009.
9. All the procedures, guidelines and economy instructions applicable to the departments under the Administration shall be equally applicable to PRIs.

SCHEDULE-II

[See Rule 2 (g)]

ORIGINAL WORKS

The following shall be original works for the purpose of sanction of grant-in-aid :-

- (1) A scheme of construction work whether of entirely new work or of additions or alterations to existing work and purchases therefore and also all works whether of additions and alterations or of repairs to bring into use newly purchased or previously abandoned building required for bringing them into use.
- (2) All works in relation to building as under:
 - a) when a portion of an existing structure is to be replaced or remodelled whether or not the change involves any dismantlement and the cost of the change represents a genuine increase in the value of the property, the work of replacement or remodelling, as the case may be, should be classified as an original work.
 - b) when a portion of an existing structure is to be dismantled for the reason that it is structurally unsound and is to be replaced by work which is not in material essentials, the same as the work dismantled, the mixed work shall be treated as an original work;
 - c) when an entire structure is re-constructed owing to the occurrence of fire, flood, earth-quake, storm or other calamities or owing to wear and tear, the work should be treated as an original work; and

(3) In relation to road works as under :-

- a) where an existing portion of a road, road-bridge, causeway, embankment, ferry approach protective or draining work in connection with the road or a cross drainage work is to be replaced or remodelled (whether or not the change involves any dismantlement), and the change results in improving the strength and stability of the structure, the work of the replacement or remodelling work as the case may be, shall be classified as an original work.

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b) the following items of works should also be classified as original works, namely;-

- i) widening the formation or metalled width of a road, cutting back a hill-side to improve vision at curves;
- ii) improvements of alignments or gradients or change of gradient in roads or approaches or bridges or causeways.
- iii) construction, reconstruction or remodeling of bridges, culverts, causeways, embankments, ferry approaches, protective or draining works in connection with a road.
- iv) providing improved surfacing of (1) surface dressing (2) asphalt concrete, (3) pre-mixed assault macadam, (4) bitumen grout, (5) bitumen semi grout, (6) pre-mix carpets, (7) cement concrete and (8) cement macadam;
- v) Metalling of unmetalled roads.
- vi) Special repairs to roads due to improper maintenance for series of years or to any special heavy traffic moving on the road owing to extra-ordinary circumstances.

(4) In relation to drainage and water works as under:-

- i) Improvement resulting in augmenting water supply, drainage capacity or the change resulting in improving the strength and subsidy of the structure when a portion of an existing water supply or drainage structure is to be replaced or remodeled in order to improve the facilities available.
- ii) Construction of draw well, tanks including over head tanks, reservoirs, tube wells with pumping units and distribution system with supply taps.
- iii) Construction of gutters and side drains to roads and path-ways.

SCHEDULE-III

FORM-A

[See Rule 5]

APPLICATION FOR GRANT-IN-AID

1. Name of the PRI :
2. Purpose for which grant-in-aid is required.
 - (a) (i) Road work :
 - (ii) Water supply :
 - (iii) Drainage etc :
 - (iv) Local development works :
 - (v) Building works :

- (vi) Others (Specify) :
- (b) Establishment expenditure.
- (i) Salary of Officers & Staff:
- (ii) Office expenses.
- (iii) Other charges(specify).
- (iv) Honorarium to elected representatives:

3. Amount of grant-in-aid applied for :
4. Total estimated cost of the work/scheme :
5. Please state whether the Administrative approval has been obtained :
6. If so, please state whether a copy of the resolution of the Zilla Parishad/Panchayat Samiti/Gram Sabha is attached with the application :
7. Please state whether technical approval for the detailed plan and estimate of works has been obtained :
8. Please state whether the action plan as required in schedule IV has been attached with the application :
9. Please state whether the work is to be executed by the PRIs through their own agencies or through approved contractors of APWD or through the Departments of the Administration.
10. The period within which the work is to be completed and when it is proposed to complete the work by different stages, the amount of each instalment :
11. Please state whether the works for which the assistance is sought could be undertaken from the Zilla Parishad/Panchayat Samiti/Gram Panchayat funds and if so to what extent:-
12. Outstanding liability :
13. Any other relevant information :

Certified that the Zilla Parishad/Panchayat Samiti/Gram Panchayat by way of resolution No. dt..... have agreed to abide by all the conditions laid down in the rules and instructions issued from time to time Administration and the Govt. of India. It is also certified that the Utilization Certificate in respect of earlier grant-in-aid received has already been submitted.

Place : **Signature of the CEO/EO/Panchayat Secretary**

Date : **Name and address:**

FORM -B

[See Rule 5 (b)]

APPLICATION FOR MATCHING GRANT

1. Name of the PRI :
2. Opening Balance of the matching grant upto :
the previous year
3. Matching grant received during the previous :
year (199- 199)
4. Total :
5. Amount spent during the previous year :
6. Closing balance at the end of previous year :
7. Purpose for which the grant was utilized :
8. Revenue collected during the previous year :
9. Amount of matching grant applied for :
10. Whether account of the PRI for the previous :
year has been audited and if audited whether
an extract of audit report has been enclosed
11. Any other relevant information :

Seal of the PRI

Signature of the Panchayat Secretary/EO/
CEO

Name and address.....

*Recommendation of the CEO Zilla
Parishad/ Director, Panchayat.

Signature:

Name and address:

*Score out which is not applicable

FORM-C

[See Rule 8(8)]

**Andaman and Nicobar Administration
Panchayati Raj Institutions**

Certificate No.

Date:

F.No.....

Certified that the work..... (Name of work) for which.....(name of Zilla Parishad/Panchayat Samiti/Gram Panchayat) received grant-in-aid amounting to Rs..... during the year..... has been

*(1) Taken up and completed upto..... (indicate %age) strictly according to the approved estimate and plan and a sum of Rs.....has been spent as onduring current financial year.

*(2) Completed as on..... (date) strictly according to approved estimates and plan. The expenditure on this work during the current year is Rs..... and the total cost of the work is Rs..... The estimated cost of the work was Rs.....

While issuing the certificate, the amount spent on this work during the previous year(s) has been taken into account from relevant records.

Also certified that the technical stability of the asset created is sound.

Assistant Engineer/Executive Engineer

(Seal)

Place:

Date:

*Score out which is not applicable.

To

(Name and address of the authority to whom issued)

FORM – D**[See rule 8 (9)]****Office of****UTILIZATION CERTIFICATE**

1. Certified that the balance Grant-in-Aid with the Panchayat upto the previous financial year, the grant-in-aid received during the financial year and the total fund available with the Panchayat under the sector are as given below :

Sl. No.	Sector	Opening balance with the Panchayat upto previous financial year including FD Accounts, Other deposits and interest(mention year)	Grant-in-Aid received during the financial year (mention year)	Total fund available during the financial year (Col 3+4)
1	2	3	4	5

2. Certified that out of Rs..... shown in Col. 5 above, a sum of Rs..... has been utilized during the financial year under sector..... for the purpose for which it was sanctioned as per statement enclosed and that the balance of Rs..... is remaining unutilized at the end of the financial year has been surrendered to government (vide dated.....) / will be adjusted towards the grant-in-aid payable during the current year.

3. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised :

- 1.
 - 2.
 - 3.
 - 4.
- ❖ Score out which is not applicable.

CEO/EO/Panchayat Secretary

Name.....

Address of the Panchayat

Explanation :

1. "Current year" means the year for which GIA is sought.
2. "Financial year" means the previous year i.e. for current year 2009-10, financial year is 2008-09.
3. "Upto previous year" means upto the year prior to the financial year i.e. upto 2007-08 for the current year 2009-10.
4. "End of financial year" means 31.3.2009 for the current year 2009-10.

SCHEDULE-IV

[See Rule 8(10)]

Action plan to be attached with GIA application.

1. Name of the sector:
2. List of continuing schemes/works:

Sl. No.	Name of work	Estimated cost	Expr.already incurred	Balance required	Date of Award	Date of completion	Executing Agency
1.							
2.							
3.							
4.							
5.							
	Total						

1. List of new works:-

Sl. No.	Name of work	Estimated cost	Fund required during the current year	Date of Award	Expected date of completion	Executing Agency
1.						
2.						
3.						
4.						
5.						
	Total					

2. Other programmes like salary, honorarium etc:-

Sl. No.	Item	Amount carried forward from previous year	Amount required during the current year	Balance grant required during the current year
1.				
2.				
3.				
4.				
5.				
	Total			